

## Minutes of Regular Meeting

### The Board of Trustees Kilgore Junior College District

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A Regular Meeting of the Board of Trustees of Kilgore Junior College District was held Monday, June 20, 2016, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following members present:

Scott Andrews  
Joe Carrington  
Lon Ford  
Bob Heath  
Brian Nutt  
Karol Pruett, Secretary  
Cecelia Sanders  
James Walker, Vice President  
Larry Woodfin, President

#### I. CALL TO ORDER

##### A. Invocation and Pledge of Allegiance

**The meeting was called to order at 6:30pm by Larry Woodfin. Brian Nutt led the invocation and Larry Woodfin led the Pledge of Allegiance to the American Flag.**

#### II. COLLEGE SPOTLIGHTS

##### A. Student Spotlight - Alex & Lori Jacobo Presenter: Heidi Everett

**Heidi Everett, TRIO Program, introduced sisters Alex & Lori Jacobo for the Student Spotlight.**

##### B. Employee Spotlight - Chris Gore Presenter: Dr. Mike Jenkins

**Dr. Mike Jenkins, Vice President of Student Development, introduced Chris Gore, Admissions & Registrar for the Employee Spotlight.**

##### C. Program Spotlight - Band Program Presenter: Glenn Wells

**Glenn Wells, Director of Bands, gave a brief report of the KC Ranger Band.**

- **Largest Drum Major Camp this year**
- **Upcoming band looks to be the largest KC Ranger Band**
- **Lots of recruiting happening in area High Schools**

### III. CITIZEN COMMENTS

Mr. Bob Florence voiced concerns regarding the demolition of the Kilgore Heights facility.

### IV. STUDENT LEARNING & SUCCESS DATA

#### A. Developmental Math Completion

Presenter: Dr. Staci Martin, Vice President of Institutional Planning

##### Developmental Math Completion:

- Material covered at an individualized pace instead of lecture-driven approach.
- Courses divided into smaller portions of material or modules
- Students watch short video, followed by homework problems; assistance by math faculty

##### What is Modular Math:

- If a student finishes a course early, student can start working on the modules for the next course.
- If a student does not finish the course by the end of the semester, student receives an "IP" grade, registers for the course again, and does not have to start all over

##### Modular Math Development/Success

- Developed by committee of developmental math faculty in Fall 2011
- Piloted in Spring 2012 (118 students; 6 sections)
- Gradually scaled up since Fall 2012
- By Fall 2015:
  - 74% of developmental courses offered as modular
  - 435 students in Fall 2015
  - 322 Students in Spring 2016
  - 68% success rate compared to 48% traditional

### V. CONSENT AGENDA

A. To consider approving the minutes of the May 9, 2016 regular board meeting and the June 9, 2016 Strategic Planning Workshop

B. To consider approval of personnel items submitted as follows:

1. **Recommendation to accept employee resignation as follows:**

- a. Police Officer, effective May 13, 2016 after one year of service
- b. Graphics Designer & Campus Photographer, effective June 10, 2016 after five years and eleven months of service
- c. Controller, effective June 10, 2016 after one year and one month of service
- d. Chemistry Instructor, effective August 31, 2016 after six years of service

2. **Recommendation to accept employee retirement as follows:**

- a. Cisco/Networking Instructor, effective August 31, 2016 after twenty-eight years and seven months of service
- b. Business Instructor, effective August 31, 2016
- c. Assistant Manager-ETOM, effective August 31, 2016

- d. Early Childhood Teacher, effective August 31, 2016
  - e. Early Childhood Teacher, effective August 31, 2016
  - f. Lead Accounts Payable Specialist, effective August 31, 2016 after eleven years of service
  - g. Associate Degree Nursing Instructor, effective August 31, 2016 after twelve years of service
  - h. Director of Financial Aid, effective August 31, 2016 after twenty-seven years and three months of service
3. **Recommendation for non-renewal of employment contract as follows:**
- a. Demo Farm Manager, effective August 31, 2016
  - b. Biology Instructor, effective August 31, 2016
  - c. Child Development Instructor & ECC Director, effective August 31, 2016
4. **Recommendation to terminate employment as follows:**
- a. Administrative Coordinator - SBDC, effective May 16, 2016 after eleven months of service
  - b. Support Specialist-ECC, effective August 31, 2016
  - c. Assistant Demo Farm Manager, effective August 31, 2016
5. **Recommendation to change employment as follows:**
- a. Systems Support Specialist to Systems Administrator, Domain/Server Support effective May 16, 2016
6. **Recommendation for employment as follows:**
- a. Adult Education & Literacy Instructor, KC-Longview, effective May 16, 2016
  - b. Database Administrator, Information Technology, effective June 6, 2016
  - c. Physics Instructor, Math, Science & Health Sciences, effective September 1, 2016
  - d. Department Chair & Music Instructor, Liberal & Fine Arts, effective September 1, 2016
  - e. English Instructor, Liberal & Fine Arts, effective September 1, 2016
  - f. Report Writer, Information Technology, effective June 20, 2016
  - g. Programmer/Analyst, Information Technology, effective June 27, 2016

**Scott Andrews made the motion to approve the consent agenda as presented. James Walker seconded the motion. The motion passed unanimously.**

**Personnel Agenda on next page**

**Personnel Agenda**

**Kilgore Junior College District  
Personnel Agenda  
June 20, 2016**

**1. Recommendation to accept employee resignations as follows:**

- A. Mr. Brian Froiseth, Police Officer, effective May 13, 2016 after one year of service
- B. Mr. Jon Vashey, Graphics Designer & Campus Photographer, effective June 10, 2016 after five years and eleven months of service
- C. Mr. Paroo Mueglich, Controller, effective June 10, 2016 after one year and one month of service
- D. Ms. Jennifer Belew, Chemistry Instructor, effective August 31, 2016 after six years of service

**2. Recommendation to accept employee retirement as follow:**

- A. Mr. Chris Marshall, Cisco/Networking Instructor, effective August 31, 2016 after twenty-eight years and seven months of service
- B. Mr. Hugh Wink, Business Instructor, effective August 31, 2016 after thirty-nine years of service
- C. Ms. Sara Lugeanbeal, Assistant Manager-ETOM, effective August 31, 2016 after twenty-two years and seven months of service
- D. Ms. Dora Owens, Early Childhood Teacher, effective August 31, 2016 after nineteen years and ten months of service
- E. Ms. Deborah Muklewicz, Early Childhood Teacher, effective August 31, 2016 after eighteen years of service
- F. Ms. Nancy King, Lead Accounts Payable Specialist, effective August 31, 2016 after eleven years of service
- G. Ms. Donna Evans, Associate Degree Nursing Instructor, effective August 31, 2016 after twelve years of service
- H. Ms. Annette Morgan, Director of Financial Aid, effective August 31, 2016 after twenty-seven years and three months of service

**3. Recommendation for non-renewal of employment contracts as follows:**

- A. Mr. Dustin Law, Demo Farm Manager, effective August 31, 2016

**Personnel Agenda cont. on next page**

Personnel Agenda cont.

- B. Mr. Karl Steddom, Biology Instructor, effective August 31, 2016
- C. Ms. Katie Moses, Child Development Instructor & ECC Director, effective August 31, 2016

4. Recommendation to terminate employment as follows:

- A. Mr. Jeff Bock, Administrative Coordinator - SBDC, effective May 16, 2016, after eleven months of service
- B. Ms. Janet Baxter, Support Specialist-ECC, effective August 31, 2016
- C. Mr. Scott Snowden, Assistant Demo Farm Manager, effective August 31, 2016

5. Recommendation to change employment as follows:

- A. Name: Chris Jones
- Old Position: Systems Support Specialist
- New Position: Systems Administrator, Domain/Server Support
- Effective Date: May 16, 2016
- Salary: \$1,865 per pay period which is equivalent to a 12 month salary of \$44,760

6. Recommendation for employment as follows:

- A. Name: Ms. Scotti Wood
- Position: Adult Education & Literacy Instructor
- Location: KC – Longview
- Education: Master of Arts  
Amberton University  
Garland, Texas
- Master of Education  
Texas A&M – Commerce  
Commerce, Texas

Personnel Agenda cont. on next page

Personnel Agenda cont.

<b><u>Experience:</u></b>	Bachelor of Arts Southern Methodist University Dallas, Texas
	Associate Professor University of Phoenix Phoenix, Arizona; 2011-2013
	Adjunct Psychology Instructor Tyler Jr. College Tyler, Texas; 2012-2015
	Lifestyle Navigator Good Shepherd Medical Center Longview, Texas; 2011
	Student Support Administrator Sabine ISD Gladewater, Texas; 2006-2009 Head Women's Basketball Coach Kilgore College Kilgore, Texas; 1998-2003
<b><u>Effective Date:</u></b>	May 16, 2016
<b><u>Salary:</u></b>	\$1,410.79 per pay period which is equivalent to a 12 month salary of \$33,859
<b>Note:</b>	Ms. Wood replaces Ms. Althea Richardson who retired
<b>B. <u>Name:</u></b>	Mr. Bradley Keiser
<b><u>Position:</u></b>	Database Administrator
<b><u>Location:</u></b>	Information Technology
<b><u>Education:</u></b>	Bachelor of Arts Columbia College Columbia, Missouri
<b><u>Experience:</u></b>	Database Administrator City of Longview Longview, Texas; 2007-2016

Personnel Agenda cont. on next page

Personnel Agenda cont.

	GIS Specialist II East Texas Council of Governments Kilgore, Texas; 2004-2006
<b><u>Effective Date:</u></b>	June 6, 2016
<b><u>Salary:</u></b>	\$2,708.33 per pay period which is equivalent to a 12 month salary of \$65,000
<b>Note:</b>	This is a new position
<b>C. <u>Name:</u></b>	Dr. Joseph Kirchhoff
<b><u>Position:</u></b>	Physics Instructor
<b><u>Location:</u></b>	Math, Science & Health Sciences
<b><u>Education:</u></b>	Doctorate, Experimental Physics University of Missouri-Rolla Rolla, Missouri  Master of Science University of Missouri-Rolla Rolla, Missouri  Bachelor of Science Northwest Missouri State University Maryville, Missouri
<b><u>Experience:</u></b>	Teacher Pine Tree ISD Longview, Texas; 2006-2016  Adjunct Instructor Clark College Vancouver, Washington  Post Graduate Researcher University of North Texas Denton, Texas
<b><u>Effective Date:</u></b>	September 1, 2016

Personnel Agenda cont. on next page

Personnel Agenda cont.

<b><u>Salary:</u></b>	\$1,941.66 per pay period which is equivalent to a 9 month contract of \$46,600
<b>Note:</b>	Dr. Kirchhoff replaces Dr. Jerry Fuller who retired
<b>D. <u>Name:</u></b>	Dr. Mary Heiden
<b><u>Position:</u></b>	Department Chair & Music Instructor
<b><u>Location:</u></b>	Liberal & Fine Arts
<b><u>Education:</u></b>	Doctorate, Musicology University of North Texas Denton, Texas  Master of Arts Stephen F. Austin State University Nacogdoches, Texas  Bachelor of Music in Performance Lawrence University Conservatory Appleton, Wisconsin
<b><u>Experience:</u></b>	Adjunct Instructor Weatherford College Weatherford, Texas; 2014-2016  Adjunct Instructor Texas A&M University-Commerce Commerce, Texas; 2013-2015  Music Instructor University of North Texas Denton, Texas; 2003-2013  Music Instructor Kilgore College Kilgore, Texas; 1992-2002
<b><u>Effective Date:</u></b>	September 1, 2016

Personnel Agenda cont. on next page



Personnel Agenda cont.

<b><u>Salary:</u></b>	\$2,733.33 per pay period which is equivalent to a 10.5 month contract of \$65,600
<b>Note:</b>	Dr. Heiden replaces Ms. Jeanne Johnson who is retiring
<b>E. <u>Name:</u></b>	Ms. Heather Fitch
<b><u>Position:</u></b>	English Instructor
<b><u>Location:</u></b>	Liberal & Fine Arts
<b><u>Education:</u></b>	Master of Arts Texas A&M – Commerce Commerce, Texas  Bachelor of Arts Texas A&M – Commerce Commerce, Texas
<b><u>Experience:</u></b>	Adjunct Instructor Kilgore College Kilgore, Texas; 2015-2016  Assistant Teacher Texas A&M – Commerce Commerce, Texas; 2015-2016  Teacher Assistant Texas Tech University Lubbock, Texas; 2013-2014
<b><u>Effective Date:</u></b>	September 1, 2016
<b><u>Salary:</u></b>	\$1,766.66 per pay period which is equivalent to a 9 month contract of \$42,400
<b>Note:</b>	Ms. Fitch replaces Ms. Gwen Winters who resigned
<b>F. <u>Name:</u></b>	Mr. Larry Brooks
<b><u>Position:</u></b>	Report Writer

Personnel Agenda cont. on next page

Personnel Agenda cont.

<b><u>Location:</u></b>	Information Technology
<b><u>Education:</u></b>	Bachelor of Science Texas A&M Commerce Commerce, Texas
<b><u>Experience:</u></b>	Manager IT TGI Fridays Carrollton, Texas; 1991-2014
<b><u>Effective Date:</u></b>	June 20, 2016
<b><u>Salary:</u></b>	\$2,291.67 per pay period which is equivalent to a 12 month salary of \$55,000
<b>Note:</b>	This is a new position
<b>G. <u>Name:</u></b>	Mr. Eric Leija
<b><u>Position:</u></b>	Programmer/Analyst
<b><u>Location:</u></b>	Information Technology
<b><u>Education:</u></b>	Bachelor of Science Texas Woman's University Denton, Texas
<b><u>Experience:</u></b>	Operations Manager Tarrant County Elections Fort Worth, Texas; 2013-2016  Technical Operations Manager Denton County Elections Denton, Texas; 2011 – 2013
<b><u>Effective Date:</u></b>	June 27, 2016
<b><u>Salary:</u></b>	\$2,645.83 per pay period which is equivalent to a 12 month salary of \$63,500
<b>Note:</b>	Mr. Leija replaces Ray Jackson who resigned

## VI. EXECUTIVE SESSION

Adjournment to executive session pursuant to Texas Government Code Sections 551.071 - 551.084, the Open Meetings Act, for the following purposes:

"The Board has adjourned to executive session at 6:58p.m. on June 20, 2016."

PERSONNEL: (Government Code 551.074)

LEGAL: (Government Code 551.071)

Consult with attorney on pending litigation.

REAL ESTATE: (Government Code 551.072)

### RECONVENING IN OPEN MEETING

"The Board has reconvened in open session at 7:15 p.m. on June 20, 2016."

IF, DURING THE COURSE OF THE MEETING COVERED BY THIS NOTICE, THE BOARD SHOULD DETERMINE THAT A CLOSED OR EXECUTIVE MEETING OR SESSION OF THE BOARD SHOULD BE HELD OR IS REQUIRED IN RELATION TO ANY ITEM INCLUDED IN THIS NOTICE, THEN SUCH CLOSED OR EXECUTIVE MEETING OR SESSION AS AUTHORIZED BY SECTION 551.001 ET SEQ. OF THE TEXAS GOVERNMENT CODE (THE OPEN MEETINGS ACT) WILL BE HELD BY THE BOARD AT THAT DATE, HOUR AND PLACE GIVEN IN THIS NOTICE OR AS SOON AFTER THE COMMENCEMENT OF THE MEETING COVERED BY THIS NOTICE AS THE BOARD MAY CONVENIENTLY MEET IN SUCH CLOSED OR EXECUTIVE MEETING OR SESSION CONCERNING ANY AND ALL SUBJECTS AND FOR ANY AND ALL PURPOSES PERMITTED BY SECTIONS 551.071-551.084, INCLUSIVE, OF THE OPEN MEETINGS ACT.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- a. the open meeting covered by this notice upon the reconvening of this public meeting, or
- b. at a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

**No vote was taken in Executive Session.**

## VII. ACTION ITEMS

A. To consider payment of legal fees for services rendered

**Joe Carrington made the motion to accept Action Item A as presented. Karol Pruett seconded the motion. The motion passed unanimously.**

**B. To consider authorizing administration to accept a bid for the demolition of the Kilgore Heights Building - Exhibit #1**  
**Presenter: Duane McNaney**

Brian Nutt made the motion to accept Action Item B, with alternates 2-7, as presented. Cecelia Sanders seconded the motion. After some discussion the motion passed unanimously.

Exhibit #1

Duane J. McNaney, CPA  
 Vice President of Finance and CFO  
 (903) 983-8107 (v)  
 (903) 988-7443 (f)



**Memo**

**To:** Kilgore College Board of Trustees  
**From:** Duane J. McNaney, CPA  
**CC:** Dr. Brenda Kays  
**Date:** 6/16/2016  
**Re:** Demolition of Kilgore Heights

Kilgore College advertised for bids on May 26<sup>th</sup> and 29<sup>th</sup>; had a mandatory pre-bid meeting on the June 1st and received bids for the demolition of Kilgore Heights on June 14, 2016. There were eight contractors at the pre-bid meeting. We received three bids; only two could be qualified.

Contractor	American Safety & Environmental*	K-K Mobbs, Inc	Lloyd Nabors Demolition, LLC
Recognized Addenda	Yes	Yes	Yes
Bid bond	Not Valid	Yes	Yes
Base Bid	119,850	143,525	187,000
1. Salvage architectural features	2,000	3,400	25,000
2. Mechanical room basement	15,000	3,500	12,000
3. 500 bricks	0	700	1,000
4. Concrete piers > 4ft (500lf est.)	6,000	2,000	5,000
5. General fill (2126 cubic est.)	10,630	25,252	53,150
6. Top soil (1063 cubic est.)	8,504	12,756	37,205
7. Covered walkway	2,500	2,500	15,000
Total	164,484	193,893	335,355

\*Bid was disqualified

**Administration recommends accepting the Base bid of \$143,525 and all seven Alternates from K-K Mobbs, Inc.**  
 Note: Alternates 4, 5, and 6 could be variable based on actual work performed. This company has performed other work at Kilgore College and we have been satisfied with the completed project.

C. To consider authorizing administration to accept a proposal for the construction of the Kilgore Commons Softball Field - *Exhibit #2*  
Presenter: Duane McNaney

**Karol Pruett made the motion to accept Action Item C as presented. James Walker seconded the motion. After some discussion the motion passed unanimously.**

**Exhibit #2**

Duane J. McNaney, CPA  
Vice President of Finance and CFO  
(903) 983-8107 (v)  
(903) 988-7443 (f)



# Memo

**To:** Kilgore College Board of Trustees  
**From:** Duane J. McNaney, CPA  
**CC:** Dr. Brenda Kays  
**Date:** 6/13/16  
**Re:** KC Softball Field

Kilgore College advertised for proposal on May 13<sup>th</sup> and 15<sup>th</sup>; had a pre-proposal meeting on the 23<sup>rd</sup> and received proposals/quotes for the construction of Phase I of a softball field June 7, 2016. There were two contractors at the pre-proposal meeting. We only received one proposal.

Contractor	Base Proposal	Option 1	Option 2	Total
K-K Mobbs Construction, Inc	100,627.30	23,500.00	19,750.00	143,877.30

Option 1 included a 30" brick pony wall with netting as opposed to chain link fencing for backstop area.  
Option 2 included upgrading to a black vinyl coated fencing.

**Administration recommends accepting the proposal from K-K Mobbs Construction, Inc. for the Base Proposal of \$100,627.30** This Company has done other work at Kilgore College and we have been satisfied with the completed project.

## VIII. ADMINISTRATIVE DISCUSSION ITEMS

### A. Budget Reports

Presenter: Duane McNaney

**Duane McNaney was available to answer any questions.**

### B. New Department of Labor Overtime Rules

Presenter: Tony Johnson

#### Department of Labor's New Overtime Rule

- 1.) In 2014, President Obama signed a Presidential Memorandum directing the Department of Labor to update the regulations defining which white collar workers are protected by the Fair Labor Standard Act's minimum wage and overtime standards.
- 2.) On May 18, 2016, President Obama and Secretary Perez announced the publication of the Department of Labor's final rule updating the overtime regulations, which will automatically extend overtime pay protections to over 4 million workers within the first year of implementation.
- 3.) The salary threshold was increased from \$23,660 to \$47,476, increasing it by more than two times.
- 4.) The new overtime rules will go into effect on December 1, 2016
- 5.) Kilgore College has thirty-six (36) employees who now fall below the new salary threshold, making them non-exempt employees and eligible for overtime pay.
- 6.) Each Vice President has been asked to go back and look at those employees who now fall under this new salary threshold and do a time study on how much overtime do these employees currently work and how that would affect the bottom line.
- 7.) In response to the new overtime rule we have four (4) options in dealing with those affected. Those options are: Pay time and a half for overtime worked; raise worker's salaries above the new threshold; limit worker's hours to 40 hours per week; or, some combination of the above
- 8.) The Department of Labor has established a mechanism for automatically updating the salary and compensation levels every three years. The next update will be January 1, 2020.

Currently exempt are those employees who are employed in an executive, administrative or professional capacity. A number of the current employee who fall below the new salary threshold are considered professional employees.

The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment

## IX. BOARD MEMBER COMMENTS

- A. CCATT Conference in San Antonio  
Presenter: Joe Carrington

Community College Association of Texas Trustees  
2016 Annual Conference  
Advancing Student Success in Texas

There are 50 Community Colleges in the State of Texas

### Effective Boards:

- Support a culture of inquiry, evidence, and accountability
- Approve a strategic plan with student success at the core
- Approve goals for student success and equity
- Monitor key performance indicators
- Expect to receive a limited set of clear priorities (3-5) to improve student success
- Ask tough questions about progression of student success
- Create the culture within which the CEO can engage in needed courageous conversations
- Approve the allocation/reallocation of resources to support the student success agenda
- Expect a relentless focus on the student success agenda
- Consider evidence-based changes in policy affecting student success

### 84<sup>th</sup> Legislative Session: State Budget

- Overall State Spending Increased
  - 2.9% (\$5,802 billion in All Funds)
  - However, \$1.2 billion in Tax Cuts - mostly tax swap for property tax reduction by increasing Homestead exemption
- Higher Education Over All Spending Increased
  - 7.9% (+ \$1.46 billion – mostly General Revenue)
    - Community Colleges: -1.4% decrease
    - General Academics: 7.6% increase
    - Health Related Institutions: 8.4% increase
    - Tuition Revenue Bonds: \$250 million in state funding (\$3.1 billion in Bonds)
    - Overall State Student Financial Aid Programs: 4/9% increase

### State Budget: Community Colleges

- Total: Budget 2014-15 - \$1,769,860,070; Introduced Base Bill - \$1,690,955,352; Final Budget 2016-17 - \$1,745,647,151
- -4.5% from 2014-15 and -1.4% from 2014-15

### State Budget & Economy: 85<sup>th</sup> Session Budget Constraints

- More than \$9 billion less available in revenue for 85<sup>th</sup> Legislature
- Public School Costs
- Increases in Medicaid caseload growth
- Outstanding Tax Sales Lawsuits
- Further Slowing of the State's Economy

Community College "Ask for the 85<sup>th</sup> Legislature

- Core Operations: \$50,000,000 (same as 2016-17)
- Student Success: \$186,621,616 (\$17 million increase from 2016-17)
- Instruction: \$1,705, 262,397 (\$183 million increase from 2016-17)

Total Additional Revenue Request of Texas Community Colleges: \$200,200,000

B. Board Officer Elections

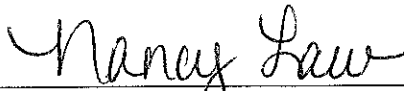
Presenter: Karol Pruett

Karol Pruett asked the Board of Trustees to begin thinking about how to handle board officer elections following the May 2017 Board of Trustees Election. In the past, the committee to select officers consisted of the most recent 3 past presidents of the board. Following the May 2015 election, we did not have 3 past presidents on the Board. Hence, the officers were chosen by nominations and then individual voting with board members assigning a number ranking candidate preference. She asked the board if they would like an Ad Hoc Committee to be appointed by the chair, to bring back a slate of officer nominations to the board for consideration. It was noted that the next board president should have experience as an officer. She asked the Board to email her with any suggestions once they have had time to think about how to handle officer elections moving forward. Karol Pruett will create a document for board review and discussion during the next board meeting.

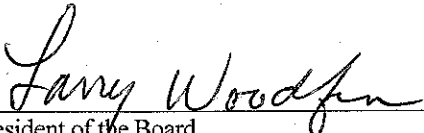
X. ADJOURNMENT

Larry Woodfin adjourned the meeting at 7:57p.m.

Respectfully submitted,



Nancy Law, Recording Secretary  
Kilgore College Board of Trustees

  
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President of the Board  
\_\_\_\_\_  
Secretary of the Board